



POSITION DESCRIPTION

Position Title:	Scientific Services Manager
Program (or DSG Organisation):	Australian BioResources (ABR)
Reports to (Title):	CEO ABR
Job Classification & Grade:	
Approved By:	Jenny Kingham
Date:	Sep 2009

SUMMARY

The Australian BioResources facility's primary function is to support animal based biomedical research through the agistment of genetically modified mouse lines and the provision of associated services such as rederivation, cryopreservation, microinjection, blastocyst injection and DNA preparation.

The role of the Scientific Services Manager is to run a lab providing services in microinjection/ blastocyst injection, rederivation, cryopreservation and DNA preparation and to provide scientific input into facility quality control measures. The manager must be competent and be able to train other staff in all techniques.

The position is multifaceted and includes; management and training of staff working in the transgenic lab, hands on participation in microinjection and blastocyst injection, management of associated breeding programmes, interaction with researchers, development of standard operating procedures and ensuring the lab meets all AEC and OH&S requirements including record keeping. The scientific service manager must also provide scientific input into the facilities quality control programme.

The position augments the animal services offered by the Garvan Institute's, Australian BioResources facility by providing high level technical support in the transgenic lab.

ESSENTIAL DUTIES and RESPONSIBILITIES

Microinjection/ blastocyst injection

- Perform microinjection using prepared DNA to produce transgenic mice.
- Perform blastocyst injection using targeted ES cells to produce knock-out, knock-in mice
- Record keeping associated with making of GM mice including AEC monitoring records
- Monitoring and care of mice used in programme
- Provide clear instructions to animal technicians performing injections and relevant tissue collection
- Participate in trouble shooting when problems occur with the procedure
- Provide researchers with quotes and time estimates for programme.
- Provide researchers with guidance regarding DNA and ES cell quality control

Cryopreservation and rederivation

- Perform embryo freezing and recovery
- Perform sperm freezing and recovery
- Perform ovary freezing and recovery
- Record keeping associated with cryopreservation including monitoring records for surgical mice used in recovery.
- Maintain detailed records of the frozen embryo and gametes being stored.
- Provide clear instructions to animal technicians performing injections and relevant tissue collection



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- Ensure duplicate samples are sent to the Garvan's cryopreservation unit.
 - Provide researchers with advice on the most appropriate method of cryopreservation for their line.
 - Provide quotes and time estimates for successful cryopreservation
 - Participate in rederivation programme as required.

Lab management

- Ensure the transgenic lab is run efficiently and effectively
- Provide advice to the ABR CEO on future equipment upgrades
- Ensure lab meets OH&S requirements

Quality control

- Participate in development of SOPs relevant to quality control
- Oversee quality control testing

Training

- Train existing transgenic lab technicians in microinjection and cropreservation techniques
- Provide general training to all animal technicians on the basic techniques used in the lab.
- Keep up to date with new technological advances.
- Participate in the introduction of new technologies/ procedures.

Administration

- Update the ABR CEO on lab operations and participate in regular transgenic lab meetings.
- Develop and update SOPs and risk assessments relevant to transgenic lab.
- Assist in the development of AEC protocol applications to include relevant procedures.
- Provide regular written briefs on lab operations for ABR Board and Advisory committee meetings.
- Ensure all monitoring records meet AEC requirements
- Participate in the further enhancement of the animal facility database to meet the needs of the transgenic facility.

KEY COMMUNICATIONS

- (i) *Internal:*
 - Director, Animal Facilities / CEO of ABR
 - Production Manager
 - Technicians working in rederivation programme
 - Animal technicians
 - Facility maintenance co-ordinator
 - Secretarial staff
 - BTF staff
 - Research personnel
 - IT staff
 - Engineering staff
- (ii) *External:*
 - Peers
 - Suppliers – consumables, equipment, animals
 - External customers

DECISION MAKING

- Day to day decisions regarding the work in the transgenic lab can be made independently
- Decisions regarding overall directions and priorities for the transgenic lab to be made in consultation with the ABR CEO
- Authority over junior ABR staff in consultation with Production Manager
- Authority to purchase consumables and small goods as listed in the budget

ORGANISATIONAL ENVIRONMENT



The Australian Bioresources facility (ABR) is owned and operated by the Garvan Institute, supporting the medical research community in Australia. The ABR agists and cares for GM rodent colonies under a clean room environment and provides high quality SPF inbred strains for research. In addition the ABR offers a range of services such as rederivation, cryopreservation and DNA preparation to facilitate the optimal management of GM rodent colonies. The work of the ABR supports researchers at the Garvan Institute, Partner institutes and accredited external research organizations. The ABR must meet requirements under the NSW Animal Research Act, Quarantine Act and Gene Technology Act.

FORMAL QUALIFICATIONS

- Bachelor of Science/Biological Sciences Degree or equivalent.
- Diploma in Animal Technology will be considered depending on experience

EXPERIENCE, KNOWLEDGE and SKILLS REQUIRED

Essential

- Experience in microinjection and blastocyst injection techniques
- Experience in rederivation, embryo and sperm freezing
- Experience in DNA preparation
- Experience in quality control such as use of biological indicators for autoclaves
- Broad knowledge relating to regulations pertaining to the use of animals in research
- Strong knowledge of the husbandry, housing and breeding requirements of lab mice
- Possess a strong commitment to animal welfare and care
- Administrative skills - ability to write reports and draft SOPs
- Well developed communication skills, including the ability to supervise other staff
- Strong customer focus and commitment to quality
- Attention to detail, observational skills, ability and initiative to correct defects – problem solving skills
- Ability to organise and plan own time – be able to schedule tasks
- The ability to work individually or as a member of a team
- A mature and professional approach
- Ability and motivation to develop new skills
- Basic computer skills

Desirable

- Experience in ovary freezing
- Experience in cell culture
- Understanding of DNA treatment prior to microinjection
- Understanding of gene trap and gene targeting techniques

PERSONAL ATTRIBUTES

The position holder should possess the following personal attributes and qualities:-

Adaptability	Planning & Organising/Work Management
Analysis/ Problem Assessment	Practical Learning
Building Internal/ External Relationships	Quality Orientation/Attention to Detail
Coaching	Teamwork/Collaboration
Communication, including written skills	Tolerance for Stress
Customer Service Orientation	Work Standards
Delegation of Authority & Responsibility	
Individual Leadership/ Influencing	



Information Monitoring

Initiative

Integrity

Judgement/Problem Solving

GENERAL

All staff:

- are required to adhere to all health and safety policies, procedures and programs of the Garvan and take all reasonable care that their actions or omission of actions do not impact on the health and safety of others in the Institute;
- have a responsibility to co-operate with management and staff with nominated or elected OH&S functions;
- not misuse, damage, refuse to use, or interfere with anything provided in the interest of occupational health and safety;
- must immediately report any unsafe work conditions or equipment to management; and
- must participate in compulsory safety training.